

STATE OF CALIFORNIA

STEVE WESTLY,  
California State Controller

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STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P.O. Box 942850  
Sacramento, CA 94250-5878

DATE: June 23, 2005

CALATERS LETTER # 05-004

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System

FROM: NATALIE CLOHOSSEY, Program Manager  
California Automated Travel Expense Reimbursement System (CalATERS)

RE: **CalATERS Maintenance**

CalATERS will be unavailable effective the close of business (5:00PM) June 28, 2005 due to system hardware and software upgrades. CalATERS will become available for full processing activities July 1, 2005, 7:00AM. All CalATERS applications, including report administration, will be unavailable. This time of the fiscal year was selected due to the low volume of transactions thus mitigating the impact to your department's end users.

Although the CalATERS website will remain active, end users attempting to access the "sign-in" button will receive a message automatically generated by the Teale Data Center. This message will indicate that the system is currently unavailable.

If you have questions, please contact the SCO Help Desk at (916) 324-9991. Thank you.

NC:EA